

# The Guide to Google Drive Sharing

by ShakeUpLearning.com

The Magic Button: 

## Visibility Levels

First, decide **WHO** you want to see your file/folder.



**PRIVATE:** This is a private file/folder for you and you alone. The file is like a locked door, and only you, the owner, have the key.



**INVITE ONLY:** This file/folder is just for specific individuals you have invited, like giving them a key to a locked door.  
✓ Users must login to view.



**ANYONE WITH THE LINK:** This file/folder may be shared by giving a unique link (URL). This link is the key to granting access to your file/folder.  
✓ No login required to view.



**PUBLIC:** Share with the world! Anyone can find and access.  
✓ No login required to view.

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# Access Levels

Once you have chosen who can see the file/folder, then decide **WHAT you want them to be able to do**.



**VIEWERS:** The file/folder is read-only for viewers.

- ✓ Viewers *can* download or make a copy of the file.  
(File>Make a Copy)
- ✓ Viewers *cannot* make changes to the file.
- ✓ Viewers *cannot* delete the file.



**COMMENTERS:** Commenters can view files/folders, and comment on Google documents, spreadsheets, presentations and drawings.

- ✓ Commenters *can* download or make a copy of the file.  
(File>Make a Copy)
- ✓ Commenters *cannot* make edit to the file, only comment.
- ✓ Commenters *cannot* delete the file.



**EDITORS:** Editors can edit Google documents, spreadsheets, presentations and drawings.

- ✓ Editors *can* invite other collaborators.
- ✓ Editors *can* download or make a copy of the file.  
(File>Make a Copy)
- ✓ Editors *can* add and remove items in a folder.

## Additional Resources:

[How to Share in Google Drive](#)

[Sharing Settings Overview](#) (including more advanced features)



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